



### 3. No. of Separate Water Meters to be Applied

Meter no. currently serving the flat \_\_\_\_\_  
No. of separate water meters applied \_\_\_\_\_  
Room no. of subdivided units (e.g. subunit A/B/C or 1/2/3, etc.) \_\_\_\_\_

### 4. Information of Licensed Plumber/Registered Plumbing Worker/Registered Plumbing Worker (Provisional) (Notes 10)

Name: \_\_\_\_\_ Day-time Tel. No.: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Type of Worker: \*Licensed Plumber / Registered Plumbing Worker / Registered Plumbing Worker (Provisional)  
\*Plumber License No./Construction Worker Registration No.: \_\_\_\_\_

### 5. Documents to be Submitted with Application Form Required

A copy of \*Identity Card No./Identity Proof Document No./Business Registration (Note 4)

Document to prove the entire flat is under the management of the applicant (Note 5)

Layout plan of subdivided units of the flat showing (a) location of meter positions and (b) each subdivided unit served by respective meter

### 6. Applicant's Undertaking and Agreement

I / We fully understand and agree to abide by the content of items (A) - (F) of the undertaking and agreement below, as well as the payment rules (if applicable) in accordance with the provisions of this undertaking form (Notes 6 & 8).

#### UNDERTAKING AND AGREEMENT

- (A) The applicant agrees:
- (i) that the following criteria are met for this application:
    - the flat is split into two or more SDUs;
    - the flat is for domestic purpose; and
    - there are separate plumbing systems for each individual SDU.
  - (ii) to facilitate installation of separate meters and confirm with his/her Licensed Plumber / Registered Plumbing Worker / Registered Plumbing Worker (Provisional) that the proposed meter positions for the separate meters in the flat meet the following requirements:
    - locate at the communal area of the flat or in individual SDUs;
    - cater for the installation of one stopcock or gate valve at the upstream of the meter; and
    - the works do not involve soldering for connecting copper pipes.
  - (iii) to notify the Water Authority (WA) promptly, should there be any subsequent changes which makes the criteria in (i) or (ii) cannot be met;
  - (iv) to facilitate the Water Supplies Department (WSD) staff to enter all SDUs during site inspections in respect of the application;
  - (v) to employ either a licensed plumber/registered plumbing worker/registered plumbing worker (provisional) to install separate water meters and inform him/her of the requirements ((ii) above) for the works;
  - (vi) to register as the consumer of the inside service solely serving the flat including the inside service serving the SDUs from the date of this application form;
  - (vii) upon requested by the WA, the applicant shall self-read the meter readings and report to the WSD within the first three working days at 4-month bill interval;
  - (viii) to provide assistance to remove obstruction and allow WSD staff to enter into the flat and all SDUs therein to take meter readings or inspect/replace/repair/maintain the meters when necessary;

\* Delete where inappropriate

- (ix) to employ a licensed plumber / registered plumbing worker / registered plumbing worker (provisional) for meter installation, dismantling or replacement as requested by the WSD; and
  - (x) to allow WSD to deliver duplicate water bill to each SDU tenant by post, where such duplicate water bill is not bearing the name and the mailing address of the registered consumer.
- (B) The applicant should note that the approval for meter installation does not mean any compliance of the inside service or absolve the applicant's responsibility to seek other statutory approvals required. The WSD reserves the right to take appropriate enforcement action if it is later confirmed that there is non-compliance in the inside service of the flat.
- (C) Pursuant to Section 7 and Section 19 of the Waterworks Ordinance (Cap 102), the applicant undertakes to pay to the Government of the Hong Kong Special Administrative Region any charges and deposit (*Note 6*) due in respect of the inside service in the flat as provided in the Waterworks Ordinance (Cap. 102) and the Waterworks Regulations (Cap. 102A). The applicant undertakes to be responsible for the custody and maintenance of the above-mentioned inside service and the custody of any meter pertaining to the inside service in the flat (*Note 9*). The applicant may also be required to pay charges and surcharges (including but not limited to sewage charges and trade effluent surcharges) imposed under the Sewage Services Ordinance (Cap. 463) and any regulations made under the Sewage Services Ordinance.
- (D) The applicant fully understands and agrees that the WA may use the data collected from the applicant in connection with this application for the purposes of, or directly related to, the processing of this application, any work to be carried out by the WA and the general management, administration of the waterworks or the above mentioned inside service/communal service. If the applicant does not provide sufficient data, the WA may not be able to process the application.
- (E) The applicant agrees that if he/she is found breach of the undertaking and agreement of items (A) and (D) above, the WSD will consider withdrawing the approval to the applicant and carrying disconnection of water supply to the flat.
- (F) The applicant should confirm with his/her Licensed Plumber / Registered Plumbing Worker / Registered Plumbing Worker (Provisional) and declare that the works associated with the construction of meter positions for separate meter installation are of minor nature (*Note 10*).

Date: \_\_\_\_\_ The applicant's signature / Signature of  
authorised person and company's chop: \_\_\_\_\_

## Notes:

1. Priority is given to flat where the tenants are less financially well off.
2. Pursuant to Section 5 of the Sewage Services Ordinance, sewage charges and trade effluent surcharges (if applicable) are payable by the consumer/agent whose flat are connected to public sewers. For enquiry, please contact the Drainage Authority.
3. The type of water supply under this application shall be “domestic supply”.
4. For a firm/company, a photocopy of the Business Registration Certificate should be attached to the application. For individual applicant, the applicant should attach a photocopy of his/her identity card or identity proof document (e.g. Passport) for our checking of his/her identity. The photocopy of identity card and identity proof document will be destroyed immediately after the checking process.
5. The applicant of this application shall be the owner or the person who is responsible for management of the entire flat. If the applicant is the owner, he/she should submit a document to prove his/her identity as the owner (e.g. a photocopy of the Land Register). If the applicant is not the owner, he should submit additional document(s) to prove that he/she is the person who is responsible for management of the entire flat. (e.g. a photocopy of the tenancy agreement signed by the owner and the applicant, or a photocopy of the authorization letter signed by the owner. The full name and the signature of the owner shall be clearly shown in the document). The applicant should submit the document(s) concerned with the application form and other necessary documents for our checking.
6. The deposit paid under this undertaking for the current meter serving the flat is not transferable and may be applied by the WA at any time to the payment of any charges.
7. The WA would waive the water account deposit and meter provision charge for each separate meter installed under this Scheme. Upon successful application and installation of separate water meters, the deposit of the account relating to the current meter serving the flat will be retained until the applicant applies for the closure of all accounts of the entire flat and refund of deposit.
8. The WA may demand water and sewage charges based on the difference in water consumption between the current meter and all of the separate meters installed if necessary.
9. Pursuant to Section 20 of the Waterworks Ordinance (Cap. 102) and Section 5 of the Sewage Services Ordinance (Cap. 463), the liability of the consumer shall continue until:
  - (a) another consumer is approved by the WA in his/her place; or
  - (b) this undertaking is cancelled by the WA, notwithstanding that
    - (i) the consumer ceases to occupy the flat;
    - (ii) the consumer ceases to be responsible for the management of the flat or any part thereof; or
    - (iii) the WA exercises any power under Sections 8, 9, 10 or 19(2) of the Waterworks Ordinance (Cap. 102).Should the consumer wishes to cancel the undertaking, the consumer/agent should promptly notify the WA.
10. The applicant should consult his/her Licensed Plumber / Registered Plumbing Worker / Registered Plumbing Worker (Provisional) if the plumbing works to form the meter positions fall into the nature of minor works and read through the associated WSD’s website: <https://www.wsd.gov.hk/en/plumbing-engineering/works-of-a-minor-nature/index.html>
11. Address of the Drainage Authority: G/F, Western Magistracy, 2A Pok Fu Lam Road, Hong Kong / Tel: 2834 9432 / Fax: 3104 6433 / Email: customer\_services@dsd.gov.hk

For official use only	ASN:	Account No.:
Date received:		CCID.:
Approved by:		ID/BR verified by:
D/N No:		